D H E C
PROMOTE PROTECT PROSPER
South Carolina Department of Health and Environmental Control

Bureau of Environmental Services
Office of Quality Assurance

EQC Laboratories, 8231 Parklane Road, Columbia, South Carolina 29223
Office: (803) 896-0981 Fax: (803) 896-0980

Data Verification/Validation Review

Project Data Package Title: _____
Submitted by: _____
Date Submitted: _____
Data Review Completed by: _____

Completeness Review

Verification Step	Purpose	Assessment
Chain of Custody Documentation	Documents the progression of samples as they travel from the original sampling location to the laboratory.	
Sample Identification	Ensures that a unique identification number was assigned to each sample	
Laboratory Analysis Records	Ensures that the appropriate analytical method was used. Any failure in the analytical system is documented.	
Documentation of QC Results	Documents general QC measurements such as initial demonstration of capability, instrument calibration, analytical performance, QC control limits, etc.	
Data Management	Traces the path of data, via sample identification numbers, batch numbers, digestion logs, sample prep logs, etc. on reports and records.	

Comments:

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Consistency Review

Verification Step	Purpose	Assessment
Data Handling	The extent to which data collection is done similarly across different sites	
Data Reporting	Reported values (concentration units) are the same when used throughout the data set.	

Comments:

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Correctness Review

Verification Step	Purpose	Assessment
Instrument Calibration Records	Ensures that calibration meets method requirements and was performed using standards that bracket the range of reported measurement results	
Raw Data Audit (if reviewed)	Examines raw data to verify correct calculation and reporting of results and checks for any anomalies	

Comments:

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Compliance Review

Verification Step	Purpose	Assessment
Sample Preservation and Handling	Verifies the integrity of the sample and ensures the sample underwent proper receipt, handling and preservation	
Sample Storage	Verifies that analysis was performed within the acceptable sample holding times	
Initial Calibration Blank(**ICB**)	Verifies that calibration blank was analyzed after calibration standards and results within acceptable limits	
Initial Calibration Verification (**ICV**)	Demonstrates that the initial calibration was valid by analyzing a mid-range standard	
Continuing Calibration Verification (**CCV**)	Checks the continued validity of the initial calibration	
Continuing Calibration Blank(**CCB**)	Verifies the CCB was analyzed at the proper frequency during the analysis run	
Method Blank (**MB**)	Verifies at least one preparation blank was processed and analyzed the same as samples	
Laboratory Replicates (Duplicates)	Confirms analytical precision is within established control limits	
Matrix and Analytical Sample Spikes	Confirms spiked sample results were within established control limits	
Laboratory Control Sample (LCS)	Serves as a monitor of the overall analytical performance. LCS percent recovery should fall within fixed control limits	

Comments:

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Review Assessment Codes

A-Acceptable: All QC criteria were met and the data is considered usable.
P-Provisional: Some QC criteria were exceeded resulting in data qualifiers, or there was insufficient QC information available to assess the data. Some data is considered usable.
U-Unacceptable: No QC data available for review, or the QC criteria were exceeded to such an extent that the associated data is considered unusable.
N/A: This item was not reviewed, or does not apply to the data package.